

## **Instructions on Entering Holiday Pay into PPL+**

### **Instructions for entering time into People+ for hours worked on a Holiday** (Employees **not** on Standby Duty Roster)

If you worked your full regular scheduled (8, 9, or 10 hours) on the holiday, those regularly scheduled hours should be entered under "**HOLWK**" which will be **paid at a premium pay rate** and charged to a Site/response.

For hours worked in excess of your regular scheduled (8, 9, or 10 hours), add another line "**OVTNR**" and record the excess as OT hours which will be **paid at your regular OT rate** and charged to a Site/response.

If you **worked less than** your regular scheduled (8, 9, or 10 hours) enter **only** the number of hours you worked with the code "**HOLWK**" which will be paid **at a premium rate** and charged to a Site/response. Add a line with the code "**HOLIDAY**" to record the **balance of hours you did not work** which will be **paid at your regular rate** and charged to the employee's FAN.

### **Instructions for entering time into People+ for hours worked on a Holiday** (Employees **on** Standby Duty Roster)

Enter your full regular scheduled (8, 9, or 10 hours) on the holiday, those regularly scheduled hours should be recorded and coded "**HOLIDAY**" charged to the employee's FAN.

Add another line "**OVTNR**" and record the total number of hours you worked (your regular schedule + OT (example: employee's regular schedule is 8 hours. The employee worked a total of 10 hours should be recorded 8 "**HOLIDAY**" and 10 "**OVTNR**". The 10 OVTNR should be charged to the Site/response.